



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY
ATTENTION OF

23 October 2002

POLICY STATEMENT NO. 29

RETENTION OF MEDICAL RECORDS

1. In order to ensure both military readiness and provide quality care we must have better accountability of the medical records of our military patients. The control and accountability of the medical record is the responsibility of our Patient Administration Division in accordance with Army Regulation 40-66.
2. It is the responsibility of the primary care teams to return the medical record to the Patient Administration Division's Medical Records Section after any sick call or appointment visit to our providers by our military patients. Soldiers who must have their medical records for consultations outside of Kimbrough Ambulatory Care Center must sign their records out from the Medical Records Section and will be advised that the record must be returned promptly.
3. Although the retention of the medical record is critical for our active duty service members, it is equally important for our other patients. The medical record is property of the government; patients may request Patient Administration Division to make a copy of their record for their use. This is always a difficult subject for our patients to understand, but it is mandatory.
4. Thank you all for your assistance in this critical task.

//Original Signed By//
JOAN P. EITZEN
COL, AN
Commanding

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